

# Richardson Soccer Association



Address: 651 N Plano Rd, Suite 421  
Richardson, TX 75081

## Schedule Requests

Please remember to complete the schedule request form as soon as possible! Don't wait for the schedule to file schedule request forms as many hours of work have already been put in to create the schedules.

The scheduler uses this information to try to schedule your games around those conflicts when they are creating the original schedule. The intent of the form is to tell the RSA scheduler about any potential conflicts **before** the schedule is made.

You report what days of the week (Mondays, Tuesdays, or Thursdays) or time of day on Saturdays that your team will have a conflict that causes your team to not have enough players to play. Just being short a few players is not a reason to request a reschedule or to report it on the game conflict report form.

Before the season starts, poll your team parents for information on vacations, basketball tournaments, scout campouts, school activities, etc. During this time, the team should also make some personal priority decisions. We are lucky in Richardson to have so many activities for children but RSA cannot reschedule games and fields and referees and players around activities planned by other organizations.

The current schedule request form can always be found on the [RSA website](#).

## How to Do a Game Swap

After the season starts it is extremely difficult and time-consuming for the league to reschedule games for you. The only way to reschedule games is to swap game times with another game or potentially add your game to the beginning or end of a set of games.

It is up to the coaches to swap with other scheduled games if you feel that you need to reschedule.

Reasons to attempt to reschedule:

1. Your team will not have enough players to play
  - a. U4 – U8 minimum 3
  - b. U9 – U10 minimum 5
  - c. U11 – U12 minimum 6
  - d. U11 and above minimum 7
2. If you will have the Minimum players to play, just play your regularly scheduled game. It is more work to "game swap" and is not worth the disruption to 3 other teams.

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## Coach's Game Swap Steps

1. Send an email to the league scheduler indicating which game you are going to attempt to swap; just in case that the league may know about another team trying to swap. Get email addresses for other coaches from your league if you don't already have them.
2. Check out the full games schedule in your age group on the RSA website and find some potential game dates/times that you want to swap with. Alternatively, there may be field openings at the beginning/end of a set of games that are available. This is critical if you have referees in your age group as they must be assigned in sets and are rarely available for single games in the middle of the day.
3. Get agreement from the team you are playing that you want to swap to another game date/time and get agreement on potential dates/times.
4. Get agreement with the 2 teams that you want to swap with. (Alternative: send an email out to all the coaches in your age group and poll to see who wants to swap with your game time)
5. All 4 coaches for the affected teams must send an email to your league scheduler, which is listed on the [RSA website](#) that states agreement with the proposed swap. The league scheduler must receive these emails (up to 4), preferably at least 3 days before the earliest affected game.
6. If you are unable to do a game swap and must forfeit, you will need to notify BOTH your [league scheduler](#) and the [league commissioner](#) within 72 hours.
7. Under 6 through Under 19 must bring the referee pay by the office if a game is forfeited in advance.
8. Under 4 and under 5 teams do not require a referee so games may be replayed at ANY time that you can agree with the other team to play. We still request that you email the [league commissioner](#) and [scheduler](#) to ensure that a field is available.

**NOTE:** When you swap a game, it affects the families of the players and coaches on potentially 3 other teams. Start your game swaps early, because it could take up to 3 weeks to get that many people to agree to a game change.